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Chief, Administrative Staff, OL

Engineering Section Files

1. At the request of the Agency Records Administration Officer, a cursory review of the Engineering Section files was made on 26 June 1962 by the Logistics' Area Records Officer. This was done in conjunction with the preparation of a Records Retirement Schedule for this section.

3 cab 2. The unclassified portion of the files was well organized. Outdated material is weeded out and destroyed as new superceding documents are received.

✓ 3 safes 3. The classified portion of the files is contained in three safes. This material should be carefully screened as it is believed there is much duplication, as well as material which could be destroyed since it has been posted and entered in ledgers. Also, there were three Kardex files containing cards with model numbers and location of equipment. Since no entries are made on these cards, it is suggested that either a more economical filing system be used, or that maintenance entries be posted and the pertinent work orders destroyed upon completion.

4. The present condition of the files precludes setting up a Records Schedule at this time. It is recommended that a Records Management Analyst conduct a survey of these files and set them up in accordance with the established Agency Filing System. At the same time the use of the numerous forms and the resulting end product could be analyzed for possible simplification.

Distribution:

Orig - Addressee

1 - CIA Records Admin. Off.

1 - OL File

OL/AS/R&S

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